

Perkins, Brandon

From: Cardona, Tamara (DEC) [tamara.cardona@alaska.gov]
Sent: Tuesday, April 09, 2013 4:12 PM
To: Christian, Cindy L (DEC); Hamade, Ali K (HSS); Ha, Nim (HSS); Johnson, Lee A (DEC); Keltner, Ty (DEC); Lhotka, Paul R (DEC); Perkins, Brandon; Mendez, Johnny (DEC); DeRuyter, Thomas R (DEC)
Cc: David Barnes
Subject: Changes to Sulfolane TPT meetings

Dear TPT members,

You are receiving this email because you are part of the regulatory team for the Flint Hills Refinery Sulfolane Project.

There have been many changes in the project since last Fall, including the addition of key working groups, changes in key personnel, and legal considerations that are more frequently affecting our technical work. All of these issues have served to change the nature of the project and in response, DEC has undertaken discussion to make certain that time spent on the project continues to be both productive and efficient. To that end, we have considered adjusting the way in which both subgroup and TPT meetings are structured.

DEC proposes the following:

- Our key objective is to make TPT meetings the vehicle for discussion and resolution of the regulatory and project decisions at hand. TPT discussion topics will be set at least 3 months in advance, with TPT agendas centered on key regulatory/project decision points needed to meet project schedule milestones. It is DEC's intent to achieve some resolution on the scheduled topics during the TPT meetings. This will move us away from TPT meetings scheduled simply by calendar (i.e. every 4-6 weeks) and towards 'goal oriented' meetings.
- Agendas for subgroup meetings held before each TPT will be designed for FH/Williams to; 1) bring forward specific pertinent data, and 2) bring forward preliminary conclusions or positions drawn from the data that will be brought up during the TPT meeting. This allows the DEC team time to review, clarify and assimilate all positions and proposals prior to the meeting with the intent to further work to resolve any differences during discussions:
- In consideration of an effective, pertinent, and efficient use of staff time, we propose only those persons central to the discussions and decisions at hand attend the TPT meetings. This design should also be helpful in reducing the number of attendees at the subgroup meetings, and enhance the focus and discussion during subgroup teleconferences.
- While TPTs will be used to focus on specific topics, we do find it useful to receive overall updates from other topics and programs involved in the TPT, i.e. public relations, IPP, PERP, and of course, policy decisions from our managers. We propose that quarterly teleconferences, in addition to our TPTs, be held to share all relevant project updates. This will continue to keep the many and varied facets of the project informed and aligned.

The TPT should evolve just as the project is evolving. We hope these changes lead us to productive, non repetitive, and goal oriented meetings. With this new design in mind our April 17th TPT meeting should be focused on the final discussion of the On-Site and Off-Site Characterization Work Plans. We expect that , after the April TPT, we won't meet again until possibly the end of June/ July timeframe.

Please contact me if you have any questions or comments regarding these changes.

Sincerely,



Tamara

Tamara Cardona, PhD

Contaminated Sites Program

Alaska Department of Environmental Conservation

907-451-2192
